

BERKELEY COUNTY GOVERNMENT

JOB OPENING – EXTERNAL POSTING

LIBRARIAN 2 (PS100735)

DEPARTMENT: LIBRARY – GOOSE CREEK

JOB SUMMARY/ESSENTIAL FUNCTIONS: Under the general supervision of the Deputy Director/Youth Services Coordinator performs professional library duties in the areas of Teen Services. Plans, organizes and supervises teen services system-wide including, collection development, special events and programs. Plans and presents storytimes in the libraries, and at sites in the county. Advocates for teens and teen services with other community agencies. Collaborates with schools and other agencies that serve teens. Provides support and coverage in children's areas as needed. Creates procedures related specifically to his/her division. Serves as a liaison between the division and other library staff. Functions as a member of the library system's management team. Supervises staff and volunteers assigned to teen services. Attends professional development events. Performs other related duties as assigned.

QUALIFICATIONS:

Master's degree in Library and/or Information Science from an ALA accredited program and four (4) years related experience. Supervisory experience preferred.

Microsoft Word and Excel required. Automated library systems software and Internet experience.

Valid driver's license for South Carolina. Must have safe driving record.

Departmental testing may be administered during interview.

Completed degree(s) not required but beneficial to the position may be partially considered as work experience.

A criminal background check will be completed on selected applicant if a current one (less than 3 years old) is not on file.

PHYSICAL REQUIREMENTS:

This position requires the employee to frequently sit and use hands to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear. The employee must occasionally lift and/or move up to twenty-five (25) pounds and push or pull a fully loaded book cart. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

SAFETY INFORMATION/DUTIES:

This is a safety sensitive position and subject to random drug and alcohol testing. All employees holding such jobs or requesting promotion or transfer to such jobs are subject to drug testing.

Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks and ensures that subordinate staff meets these same safety requirements which may include taking corrective action.

HOURS OF WORK:

This position is normally classified as exempt. The normal work schedule is thirty-seven and one half (37.5) hours per week. Must occasionally attend evening meetings. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

Please contact the Human Resources Department at 1003 Highway 52, Moncks Corner, SC (719-4163); Charleston (723-3800 ext. 4163), St. Stephen (567-3136 ext. 4163) for an application or visit our website at www.berkeleycountysc.gov

BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

Librarian 2- Grade C30

Entry Level Bi-Weekly Pay Range: \$1363.08 – 1567.54

Date of Posting: 10/04/2012

Closing Date: Subject to close at any time.

**APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.
THE EMPLOYMENT APPLICATION MUST BE FULLY COMPLETED.
INCOMPLETE APPLICATIONS MAY NOT BE CONSIDERED.**